

## Summary

To: Recreation Board  
From Micah Maxwell, Town Manager  
Subject: Role of the Recreation Board  
Date: 03/6/2014

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**Summary:** As part of the Commission's annual review of its policies and procedures, staff is reviewing the role of citizen boards as it relates to town business and looking to make changes if needed.

**Previous Board Action:** None

**Background/Problem Discussion:** The town has not recently reviewed the roles and duties of the different citizen boards in the town. Staff is attempting to do that now. Generally, the boards roles and responsibilities are discussed resolution 95-18, with more general board rules being laid out in resolution 95-13, but with that resolution specifically discussing the role of the board advisor. Both are discussed below. Additionally the town commission voted in 2012 to have the board make recommendation to the town manager on alcohol permits for events on town property and sign permits.

**Resolution 95-18** – Staff has condensed the roles in 95-18 below:

1. Analyze present and future recreation programs and plans to assure that recreation programs and plans are maintained and/or upgraded overall. **Typically this has been achieved through recreation staff reports to the board.**
2. Ensure that any funds, land, buildings and equipment designated for recreational purposes by the town or private donors, are utilized efficiently and equitably. **To achieve this item, the town should be asking the board for recommendations on expenditures out of the donation account.**
3. Report any findings of fact from analysis above to the Town Commission through the Town Manager. **No comment here except that this item seems inconsistent with the item below in reference to recommendations.**
4. Make recommendations for modification of existing programs or new programs to the Town Commission. To be presented by chairperson or designee. **This item is mostly limited to discussions about the budget because it is a recommendation on operational performance. The commission powers are limited to effecting operations at the budgetary and overall policy level. Therefore, such recommendations would be to fund or unfund specific programs during the budgetary season.**
5. Coordinate efforts of individual citizens and groups in specific recreation projects which utilize Town recreation or general facilities. **The board was previously very active in such coordination, mostly during the fundraising drive for the Dimmitt Community Center. Because of the post-building department scope of the department, the coordination efforts have really fallen to staff.**

6. Make recommendations directly to the Town Commission relative to both short range and long range recreational land acquisitions and/or building modification or new construction. This item differs from number 4 above because it is not necessarily operational. There will be upcoming opportunities to do this in relation to the towns strategic planning efforts as well.
7. Encourage donation of land, recreational equipment and other items that might be of recreational benefit of the Town. While this appears to have been a role during the fundraising efforts, I do not believe it is the commissions desire to require board members to proactively pursue donations. Should board members do this the town would be thankful of the efforts, but this is probably inappropriate as a role or responsibility for an advisory board.
8. Conduct surveys and fact-finding studies as requested by the Town Manager and/or Mayor. The board has historically reviewed such studies, but not generated them.

**Resolution 95-13** – This resolution identifies the role of the board advisor to the commission.

1. Serve as Chair pro-tem when necessary;
2. Keep the Board informed of Town matters that are related to the duties and responsibilities of the Board;
3. Is the instrument through which the Board asks for assistance or guidance from the Commission;
4. Shall not vote, hold office nor actively participate in the decision making process of the Board.

**Alternative/Options:**

1. Recommend changes to the role of the board to the commission
2. Do nothing

**Financial Implications:** N/A

**Proposed Motion:** None